INSTRUCTIONS FOR COMPLETING SPECIAL PAYMENTS PAYROLL VOUCHER

This is your official time report. Use ballpoint pen. All entries must be legible. Use the REMARKS section for necessary notes or explanations. In addition to your Name and Social Security Number, the top portion of your Voucher must show the following:

AGENCY CODE	-	6-DIGIT APPROPRIATION CODE, BEGINNING WITH 32.
PROJECT NUMBER	-	YOUR 3-DIGIT SUB-PROGRAM CODE.
CLASSIFICATION TITLE	-	THE STATE CLASSIFICATION TITLE USED TO DETERMINE YOUR PAY RATE
EQUIVALENCY HOURS	-	PAY PERIOD HOURS YOU ARE NORMALLY SCHEDULED TO WORK
PAY RATE	-	YOUR CONTRACTED RATE OF PAY
PAY RATE BASE	-	CHECK WHETHER THE PAY RATE SHOWN IS HOURLY OR DAILY.

Carefully complete and review your Voucher; arrange its delivery to us when you=re absent. Incomplete, inaccurate or late Vouchers may delay or prevent your receiving a paycheck; emergency checks will not be approved for these reasons.

TIMESHEET ENTRIES

CURRENT PAY PERIOD
1. FROM/THRU
   Enter the beginning and ending date of the current pay period. These dates must agree with the Special payments Payroll Schedule.
2. DATE, TIME IN, TIME OUT
   Enter date, time you start work and time you stop work. A period exceeding five hours must include a lunch break.
3. SHIFT
   If you work in a unit which has established shifts and you are eligible for shift-differential pay, enter appropriate shift code. Enter a "1", if shift-differential pay does not apply.
4. REGULAR HOURS
   Enter the number of regular hours worked each day. For cash-overtime eligible employees, this number cannot exceed the hours in your normal workday; e.g. 8.0 per day, if your equivalency hours are 80. If you are not eligible for   cash overtime, all hours worked each day should be recorded in this column.
5. OVERTIME HOURS
   Enter the number of overtime hours worked if you are cash-overtime eligible. All cash overtime must be supported by an authorized Overtime Voucher.
6. DAILY TOTAL
   Add regular and overtime hours, and enter total hours for each workday.
7. WEEK 1 AND WEEK 2 TOTALS
   Add regular, overtime, and daily total columns, and enter totals for each workweek. Add regular, overtime, and day total columns, and enter totals for each workweek.

ADJUSTMENTS TO PRIOR PAY PERIODS
If you are due payment for time worked **but not reported** on a previous Voucher, enter date, time-in/time-out, applicable shift code, and number of regular and/or overtime hours for which payment is due. Likewise, if you were paid for projected time in previous pay periods but did not work, enter date and a **minus** adjustment (e.g., 8.0) in the regular and/or overtime hours column. Add regular and overtime hours columns, and enter net Total Adjustments.

TOTAL DAYS OR HOURS TO BE PAID
1. DAYS
   If you are paid per day, regardless of number of hours worked, enter only total number of days to be paid in this reporting period.
2. REGULAR AND OVERTIME HOURS
   If you are paid on the basis of hours worked, enter only total number of regular and overtime hours to be paid in this reporting period.

REMARKS
The **supervisor** is to note in this section when (1) the employee has worked on a holiday when the building is closed for that day to be paid or when (2) the employee has taken no lunch break when the listed work hours for that day exceeded 5 hours with no deduction for lunch. The Remarks note is to reference a specific work day or days.

EMPLOYEE'S SIGNATURE
Sign and date this Voucher and give it to your supervisor for approval in sufficient time for submission to the Payroll unit by the due date.

SUPERVISOR'S SIGNATURE
Your Voucher must be verified and signed by an authorized supervisor, who is to insure timely delivery to the Payroll Unit.

(Rev. 12/97)